

**VILLAGE OF WINNECONNE
FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES
FROM TUESDAY, AUGUST 10th, 2010
VILLAGE OFFICES ANNEX ROOM**

MEMBERS PRESENT: Sherry Livingstone, Kathy Grace, Joe Roehrick

ALSO PRESENT: Trustee Lyle Zabel, Village Administrator Steve Volkert, Clerk/Treasurer Jaci Stelzner,

MEMBERS ABSENT: None

Call to order: Meeting called to order by Grace at 6:00 PM

Public Participation: No one came forward

Old Business:

Update on IDB & CDBG-Business Loans: Per Jaci, all loans up to date. Business Loan for Critters Wolf River Sports being paid off Friday, August 13th.

Cell Phone Policy in Personnel Policy Manual: Volkert presented a Cell Phone Policy to be made a part of the Personnel Policy Handbook. Except for a few wording issues, the content was approved. Motioned by Grace, seconded by Livingstone to approve the policy with corrections and make the recommendation to the Village Board to approve. Motion carried 3-0.

Computer Checks: Sherry recommended addition to Policy Manual letting employees aware of what they were not allowed to use Village computers for and the fact that computers could be checked at any time. A draft of this policy was presented by Volkert. Motion by Roehrick, seconded by Livingstone to approve the policy and make the recommendation to the Village Board to approve. Motion carried 3-0.

Annual Audit Report: Sherry asked to review the audit and Management Letter one more time after Paul Dennis of Schenck Business Solutions presented it last month. The main issue was our internal control deficiencies. Volkert explained that these exact same three deficiencies were pointed out the last three years. He had talked with Clerk/Treasurer Stelzner on this issue and she feels she is getting caught up on reconciliations. He will continue to track this.

The other two deficiencies Volkert feels could be based on preferences of the particular auditor and that having someone match their needs might be impossible. However he feels that all efforts should be made to work with auditor to get Jaci more training and possible software to improve on these deficiencies. Volkert will check with auditor to see what software the Village might want to look into to improve services.

New Business:

Administration Weekly Report – Kathy Grace recommended that a weekly report be sent out from Volkert on what he is working on including what topics will be covered in future articles in the papers. Committee agreed without motion. Volkert will start next week.

Move to Closed Session: Pursuant to State Statute 19.85 (1)(c) to discuss PPA Union Opening Negotiations: Motion by Roehrick, seconded by Livingstone to go into closed session, motion carried 3-0. (Stelzner leaves meeting)

Move back into Open Session: Moved by Livingstone, seconded by Roehrick to move back into open session, motion carried 3-0.

Next Meeting: Next meeting will be Tuesday, September 7th at 6:45 PM.

Motion to Adjourn: Motion by Roehrick, seconded by Grace to adjourn the meeting at 7:18 PM. Motion carried 3-0.

Minutes taken and submitted by Village Administrator – Steve Volkert